

SAEDELDEEN AL IZMERLY

Born 09-April-1981

Married

Beirut – Lebanon

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EDUCATION

Beirut ARAB University – Accounting Division, School of Business – Beirut, Lebanon

- BS Accounting (Graduate)

EXPERIENCE

Future Movement 2009-2019

2012 till Date

Accountant

All Tasks performed via “GP” software& “ACI ” software

- Receipt of invoices and statements and audited final claims
- Adoption of system in the procurement process or contract or commitment
- Bank reconciliations
- Reports
- Prepare bills of exchange documented and filed
- Prepare exchange orders and checks
- Trial Balance
- Statement of account
- Delivery of the checks to the beneficiaries and obtaining a patent disclosure of the suppliers
- Monitor the proper application of systems that control the budgets of expenditures necessary
- Journal Entry
- Prepare and raise the budget and expenditure data
- Preparation of inventories and adjustments on cash account and account of suppliers

2009-2011

Cashier

Houssamy Accounting Company

Accountant

- Rid transactions (Ministry of fund)
- Auditing

Port (Beirut, Lebanon)

Oct 2006-Dec 2006

Supervisor

- Handled supervision of merchandise in and out from the ship.
- Lead the team into maintaining the company's goal.
- Managed to distribute the merchandise into the suppliers covering Lebanese different areas.
- Responsible for the schedule of distributing employees all around Lebanon.
- Motivate the group into reaching successful results.

Izmerly trading center -(Beirut, Lebanon)

January 2003- present

Owner

- Managed the cash flow
- Managed the stock in and stock out
- Assisted in customer services
- Responsible for buying and selling
- Helping customers with special orders.
- Managed control over the area

LANGUAGES

Fluent in English, and Arabic (Spoken and written)

COMPUTER SKILLS

GP, ACI, Microsoft Office XP, 2007 (Word, Excel, Power Point...)

References Furnished upon request.